

CHANCE COMMUNITY

Welcome to Chace 2023-2024



Excellence has no limits



Message from the Headteacher



Dear Parents, Carers and Students

I am delighted to welcome you to Chace Community School. My colleagues and I look forward to working together with parents and carers to ensure that our new year 7 settle in quickly, happily and ready to be excellent learners.

My vision for your child is to provide them with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. Our school motto 'Excellence has no limits' means that at Chace every child can achieve, even beyond what they thought they were capable of. Alongside this, our school values of belonging, responsibility and excellence underpins everything we do here. I hope that these are values that your child will embrace through their transition to our school and throughout their lives.

We are committed to ensuring every aspect of school activity is of the highest quality and have deeply invested in an ambitious curriculum and exceptional teaching. This focus has led to rapid gains in our students' outcomes and in April 2022 our school was judged to be a 'Good' School by Ofsted. I am proud to lead our school, alongside the Senior Leadership Team, Governing body and wider staff in our relentless pursuit for excellence. This commitment is extended to all of you as new students and families.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'T. Douglas'.

Ms T Douglas

Headteacher

Belonging

Responsibility

Excellence

School Leadership Team:



Ms T Douglas

Headteacher



Ms K Sosin

Deputy Headteacher - Curriculum and Operations



Ms N Slade

Deputy Headteacher - Pastoral Excellence



Mr A Greig

Assistant Headteacher - KS4 Raising Standards Leader



Mr P Jones

Assistant Headteacher - Assessment, Reporting and Data



Ms J Linney

Assistant Headteacher - SENCO



Ms B Terziyski

Senior Teacher and Chace Lead Teacher



Ms C Lynch

Lead Practitioner and Head of Mathematics



Ms S Fernandez

School Business Manager



Ms A Roper

Lead Practitioner Sixth Form

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AUTUMN TERM 2023

INSET Day	Friday 1st September
INSET Day	Monday 4th September
Induction Day for Year 7	Tuesday 5th September
Whole school returns	Wednesday 6th September
Half Term	Monday 23rd - Friday 27th October
Last Day of term	Wednesday 20th December

SPRING TERM 2024

First Day of Term	Tuesday 8th January
Half Term	Monday 12th - Friday 16th February
Last Day of term	Thursday 28th March
Easter Break	Friday 29th - Friday 12th April

SUMMER TERM 2024

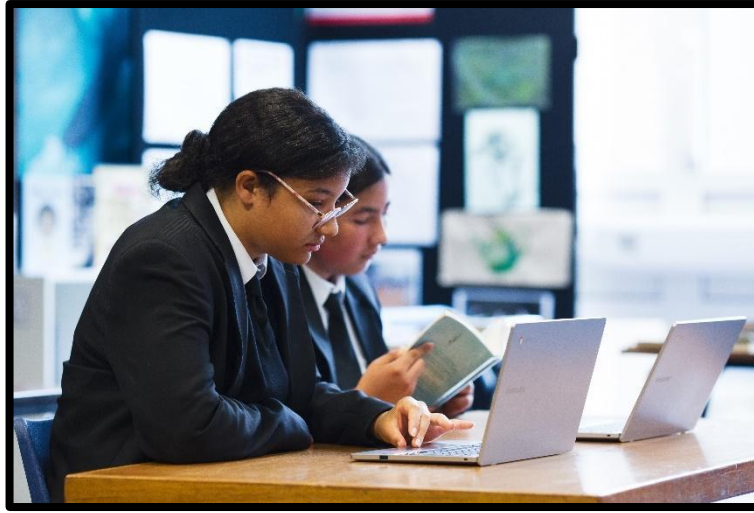
First Day of Term	Monday 15th April
May Bank Holiday	Monday 6th May
Half Term	Monday 27th May – Friday 31st May
Last Day of Term	Wednesday 24th July
Summer Break	Thursday 25th July

Further information about additional inset days, as well as school trips, events and assessment weeks will always be updated on the school website. Some dates may be subject to change.

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Assemblies

Our planned assembly programme provides students with an assembly each week, based on a reflection theme which underpins our vision of providing an excellent education where all students belong. Assemblies provide opportunities for the school community to come together to listen, share and reflect. The majority of assemblies have a moral, cultural or spiritual dimension as we interpret worship as 'worthship', the celebration of all that is worthy, so embracing the spirit of collective worship. Staff and students present assemblies which develop spiritual and moral awareness, broaden horizons and raise awareness of local, national and global issues.

Attendance

We expect excellent attendance for excellent learning and outcomes. Should your child be absent please make sure to contact **020 8352 8217** to inform our attendance clerk or organise for your child to bring a note with the reason for absence in order for us to authorise the absence. Without a valid reason, your child's absence will be recorded as unauthorised. Our automated registration system identifies students who have been away for three days and a letter is sent home regarding this absence.

We ask parents/carers to arrange medical appointments out of school time. However, if your child has to leave school during the day for a medical appointment, please send a letter/appointment card to your child's tutor on the day of the appointment. In all cases, your child must sign out with attendance showing the letter or appointment card.

Excellent punctuality is vital. The school gate opens at 8.00am and school begins at **8.40am** (these gates will close at 8.40 as line-up will start at this time). Students who are unavoidably late after 8.40am must register as late by coming into school through the main school gates. If attendance and punctuality concerns persist our Parent Support Advisor, Ms Cevik, will become involved and may liaise with the Educational Welfare Officer about attendance concerns.

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Please note that Term time holidays disrupt learning and we strongly discourage them and cannot authorise them. If you need to seek permission for time off during term time please email or write to the Headteacher. At break and lunchtime students are not allowed to leave the school premises.

If your child is unable to come to school because of illness, please contact **020 8352 8217** on the first day of absence. All absences must also be explained by telephone and a note brought to school when returning from absence. Where a child is ill at school, we shall contact the parents/carers and ask for him/her to be taken home if the situation warrants this action. If your child is in school, we would expect full participation in Physical Education as required by the National Curriculum. Exceptions will only be made if your child provides the teacher with a dated medical certificate.

Catering

Our Chace Diner is the hub of our school before school, at break and lunchtime, providing nutritious meals and snacks. Breakfast is made available daily from **8.00am to 8.30am** in the school Diner everyday. A free breakfast item is available for all students daily. Warm food, healthy snacks and drinks are available at break from the Chace Diner. At lunchtime students can buy a nutritionally compliant menu of meals, salads and snacks or bring their own packed lunch. We use a cashless catering payment system at Chace so all students **MUST** have their own **Zip Oyster** card to be able to pay for snacks and meals at school. There are a number of benefits for a cashless system including:

- the money you allow your child to have can only be used for meals in school.
- a daily spend limit can be put on your child's account to ensure he/she only spends an appropriate amount each day.
- a considerably quicker service in the Chace Diner, reducing queues. •
- For those entitled to free school meals, no one is made aware of this.

Should your child lose their Oyster card it can be stopped with no loss of money from the time of the loss being reported. Funds are to be stored on your child's **Zip Oyster** card by making payments on-line via **ParentPay** (see website for link). A letter will be issued for each student in July confirming the username and password which will enable you to set-up your account on ParentPay. If you have more than one child at Chace you are able to link them onto one account only.

NOTE: PLEASE ENSURE THAT YOUR CHILD HAS AN OYSTER CARD BEFORE STARTING SCHOOL IN SEPTEMBER.

Oyster cards can be ordered on-line from the Transport for London website:
<https://tfl.gov.uk/fares/free-and-discounted-travel/11-15-zip-oyster-photocard>

Concerns

If you have concerns about any aspect of school life or your child's learning, please tell us promptly so we can investigate and respond accordingly. Your first contact should be with your child's Form Tutor. Where necessary, the matter will be referred to the Head of Learning or relevant subject faculty. You can find staff communication details on the school website.

At Chace, learning is our priority, and all staff have teaching commitments so we ask parents, before visiting Chace, to phone and make an appointment to organise a meeting with the relevant member of staff.

Please note our mobile phone and electronic device policy below. Students who choose to bring a mobile phone or electronic device to school must abide by the following rules:

MOBILE PHONES, ELECTRONIC DEVICES and HEADPHONES are not to be used by students on the school site unless given permission by a member of staff. **Phones seen or heard on the school site will be confiscated and returned at 3.10pm.** Persistent confiscations will result in parents being called in for the phone to be returned to them. In these cases the student would then need to hand in their phone everyday.

If you have decided for your child to bring their mobile phone to school for their personal safety; they must have the phone switched off and kept in an inside pocket or school bag at all times during the school day.

If you need to contact your child during the day, please telephone the school reception. If a student needs to contact home during the day they should ask for support from a member of staff from our student services.

Curriculum

All students meet with their Form Tutors twice a day at registration time and in their weekly Lifeskills lesson. The Chace timetable is made up of sixty 50-minute lessons over two weeks. More information about the Year 7 curriculum can be found on the school website under teaching and learning but will include the following subjects:

ENGLISH	TECHNOLOGY
MATHEMATICS	PHYSICAL EDUCATION
SCIENCE	MUSIC
ART	DRAMA
GEOGRAPHY	RELIGIOUS EDUCATION
HISTORY	LIFESKILLS
COMPUTER SCIENCE	MODERN FOREIGN LANGUAGE (FRENCH OR SPANISH)

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The Lifeskills curriculum is a planned programme of personal, social, health and citizenship education with study and revision skills and careers education.

Students use ICT across the curriculum. At the end of Key Stage 3, Year 9 students are guided to make informed option choices of subjects to study at Key Stage 4 (Year 10 and 11).

Data

At Chace we comply with the General Data Protection Regulation and store essential educational information about students on a central computer. We need to enter data for new students and ask all entrants to complete the Admissions Form so that we can update our records. Colleagues in STUDENT SERVICES will be pleased to help with completion of the Admissions Form. (Please see ICT and Data Protection policy on the Chace website).

Please keep us informed of any up-to-date home and emergency contact numbers and emails for our communication with you and let us know if your circumstances are changing so that we can update our records.

Equality policy and objectives

Our Equality Policy and Objectives reflect our commitment to belonging at Chace. Our Equality policy underpins our work to ensure that all members of the school community can achieve in a purposeful, well-ordered learning environment, with discipline based on mutual respect, tolerance and consideration for others.

Within our community as an inclusive multicultural school we are committed to creating a learning environment in which all staff and students have equal opportunities to work and succeed together regardless of ability, disability, class, age, race, religion, gender or sexual orientation. To this effect our Equalities Working Group ensures we are a school that promotes equality, for example our commitment to being an Anti-Racist school and one that celebrates our LGBTQIA community.

Any unacceptable behaviour in breach of this policy is dealt with promptly and recorded. Parents are informed, involved and sanctions are given as appropriate. The policy is monitored and reviewed by the School Leadership Team and Governors to ensure we put our value of belonging into practice.

Equipment and Home Learning

We recommend that all students have the following equipment for excellent learning:

- Sturdy school bag (a back-pack type is recommended for a healthy posture, big enough to carry A4 exercise books and PE kit)
- Scientific calculator
- Pencil case containing blue or black and green pens, protractor, compass, pencils (lead and coloured), eraser, pencil sharpener, 30 cm ruler, water based felt tip pens, glue stick
- A reading book and an English dictionary.

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- For Art: A4 size sketch pad, 2B and 4B pencils, size 6 paintbrush, small scissors (blunt edged).

Home and extended learning tasks complement learning in school. One hour of homework every night for five years equals an extra year of schooling. Home learning provides additional meaningful learning opportunities to reinforce, extend and enhance class work. We want our students to take responsibility for their learning, increasing their knowledge, developing and extending their learning outside school.

At Chace we use Google Classroom to set home learning tasks. This online tool can be accessed 24 hours a day, 365 days per year, in school and at home, through a lap-top, tablet, PC or smartphone. This also enables parents/carers access and monitoring of all the tasks and home learning that has been set and allows for support to be offered more easily.

We ask parents/carers to ensure that home learning is completed to the best of the student's ability or inform the school if there is a good reason for it not being done. Teachers will inform parents/carers if a student fails to complete homework. In order to catch-up, on return from an absence your child should note and complete the class and home learning that they missed.

After school clubs and the Library can be used by students to support them in completing their home learning. The Chace website has a list of all extended learning clubs available in the 'Parents/Carers' section under 'Enrichment and clubs'.

All students are given access to the internet in school to support and extend their learning and research. Both parents/carers and students must sign the ACCEPTABLE NETWORK USE agreement. In the case of misuse, the school reserves the right to ban a student from accessing the internet whilst educating them on internet safety and appropriate use..

We urge all parents to ensure that their son/daughter is e-safe by checking regularly that they are using their access to the internet and social networking sites responsibly and safely.

Fire drill

At the beginning of the academic year, students are reminded of the Fire Drill arrangements. Within the first few weeks of term, the whole school has a full drill and are shown their positions on the school field. Students MUST leave the building quickly, sensibly, quietly and line-up in silence with their form group where a register will be taken. The sounding of the fire alarm is very rare, but it is important that students treat the fire alarm seriously.

Free School Meals

Some students will be entitled to Free School Meals. The Free School Meals process is managed through the Local Authority and not directly at Chace. If you think you may be entitled, you can apply by completing an application form from enfield.gov.uk and email freeschoolmeals@enfield.gov.uk. You can also post the completed form to : ESAS & Free School Meals D Block - Civic Centre - Silver Street , Enfield EN1 3XQ You do not need to provide evidence of your benefits when you submit your form, however they may write to you for further information

or to request certain evidence. For information and to obtain an application form please contact the Civic Centre on **020 8379 3744**.

Governing Body

Our Governing Body keeps the work of the school under review and supports and challenges the Headteacher and staff as they strive to achieve our school vision and values. There are a number of elected parent governors whose term of office is four years. When a vacancy arises it is advertised in the Chace Bulletin. Should a vacancy arise, we strongly encourage you to apply to be involved in the life of the school.. The Chair of Governors is Mrs Tracey Jenkins. A full list of Governors can be found on the Chace website.

Instrumental sessions

The work of the Music Department at Chace is supported by peripatetic instrumental tutors. We currently offer tuition in the following areas: electric guitar/bass, strings, flute, drum, voice, keyboard, acoustic guitar, brass, piano, saxophone and clarinet. Students wishing to receive tuition in September should apply to **Enfield Music Service** (EMS) through the Music Co-ordinator at their current primary school. There is a chance to apply for lessons throughout the year once you are at Chace and details can be obtained from our Head of Music, Mr Carmichael. Students who wish to play sitar, tabla or bouzouki can learn at the Enfield Music Service centre.

Library

Our Library is at the heart of the school supporting independent learning and gives students access to a wealth of information. Students are able to access the internet for research, borrow books to read for pleasure and read newspapers and magazines linked to the curriculum. In addition, Library staff support and guide students in their use of the library/resources. The Library is open daily from **8.00am until 4.15pm** during term time and runs a stationery shop where students are able to buy equipment for their lessons.

Lockers

We have lockers throughout the school provided by the Prefect Lockers company. Students will be able to rent a locker for the school year by visiting www.locker.rentals from any device connected to the internet. The cost per school year is £18.00. Payment is made direct to Prefect Lockers by Paypal, Debit / Credit Card. On receipt of payment the code for the combination lock will be sent to you via text or email directly from Prefect Lockers. Lockers are placed in corridors at various points around the school on A and B floors.

ParentPay

ParentPay is the online platform we use for parents to make payments for your child's school meals and trips as we are a cashless school. We are committed to offering students a wide range of extended learning opportunities. Where this involves costs to parents we will endeavour to keep these to a minimum. Where a student would be excluded from an activity because of financial hardship at home or is entitled to free school meals, we will do our utmost to help with some or all of the costs involved. Please contact the school in confidence if this applies to you.

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PTA

All Chace parents/carers are automatically members of our PTA, Chace Association, which aims to:

- Support the work of the school and forge good links between staff, parents, students and the local community.
- Raise funds for the school through a range of social fund raising activities including Quiz Nights.
- work in partnership to increase links with parents/carers to promote successful learning.

PTA meetings are friendly and informal. Chace Association provides refreshments at parent meetings and school events. Chace Association is keen to welcome Year 7 parents/carers to join the committee or to support our social events

Read to succeed

A book in every bag! We expect all students to have a reading book with them daily. Research in the UK has shown that students need a reading age 15+ to be able to fully access GCSE papers. However because many students do not read sufficiently during their secondary school years the average reading age is around 13 or below. Therefore we carry out benchmark assessment for all students using the Accelerated Reader system. Results are shared with parents via student reports. In year 7, students have a dedicated weekly library lesson as part of their English curriculum.

Religious Education

Students follow the agreed syllabus as advised by Enfield Standing Advisory Council for Religious Education (SACRE). We value the cultural and religious diversity of our school community and through RE we aim to give students a broad understanding of the six major world religions and their influences in the world. RE also aims to encourage students to explore issues of ultimate concern and develop empathy and ability to reflect on their own beliefs about truth, right and wrong.

Our sex education programme is taught sensitively and with due regard to the age and stage of development of the students. The programme is planned and taught to all students and provides opportunities to learn basic facts and discuss social, emotional, moral and legal aspects of the issue, helping students to make informed decisions about lifestyles which will enable them to prioritise their own health and self-esteem.

Reports

During each school year parents receive two or three reports (depending on the Year group) which outline student academic progress, rewards they have received, their attendance and any behaviour concerns. We ask parents to help us monitor progress throughout the year. We invite parents to an annual consultation evening to discuss progress with subject teachers.

Rewards

We celebrate success and achievement by awarding reward points daily which contribute to the allocation of bronze, silver, gold and platinum certificates and awards. Certificates are presented to

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students for their achievement in lessons. Other certificates and prizes are awarded in end of term assemblies. Positive praise letters and postcards are also regularly emailed home.

Safeguarding

Our first priority at Chace is to ensure children are happy and safe. The Local Safeguarding Children's Board has published procedures for Child Protection which give clear instructions to staff on the safeguarding of students in their care. A referral to the Education Welfare Service and/or Social Services will be made when there is an allegation or suspicion of abuse. It is the staff's duty to follow these instructions. A copy of the Safeguarding and Child Protection Policy is available on the school website under 'Key Information' and 'Policies'.

Sanctions

Your child may be kept in detention after school for up to 120 minutes. Should your child be given a detention lasting more than 20 minutes, you will be informed via a text message. Detentions may also be given at lunchtime and break without prior notice. If a student is late for school, or is in incorrect uniform, they will automatically be kept after school for a thirty minute detention on the same day.

Students should NOT wear make-up, nail varnish, acrylic or gel nails to school. Students will be told to remove obvious make-up and nail varnish. Students wearing acrylic or gel nails will be asked to remove them for health & safety reasons. Students will go immediately to relocation for any uniform breaches from the morning registration line-up.

Students should not go to the toilet during lesson times other than in exceptional circumstances with permission from the teacher. Where there is a medical concern, this can be discussed by writing to our Senior Welfare Assistant.

School Day

The school day starts promptly at **8.40 am**. All students in KS3 will line up on the tennis courts in their forms groups in alphabetical order for a standards and uniform check. Any students without correct uniform will immediately go to relocation unless a valid and acceptable reason can be given with a note from home to support. In addition any poor conduct in line-up will result in a same day 30 minute detention, with higher level consequences for persistent and more severe behaviour.

Line up:	8.40- 8.45 am
Lesson 1:	8.45 am - 9.35 am
Lesson 2:	9.35 am - 10.25 am
Break:	10.25 am – 10.40 am
Lesson 3:	10.40 am - 11.30 am
Lesson 4:	11.30 am - 12.20 pm

Registration and assemblies 1.00 pm – 1.20pm **KS3**

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Lesson 5:	1.20 pm - 2.10 pm
Lesson 6:	2.10 pm - 3.00 pm
Registration	3.00 pm - 3.10 pm

School Information

Access to our school website will allow you to find details of up to date learning successes, key events, policies, and information about learning and extra-curricular activities. Parents/carers can also keep up with what is going on by following us on twitter, facebook or instagram

In the event of a school closure in an emergency we would update the website regarding the closure and then confirm the time of re-opening. Information is also shared with you via text messages, and emails.

We keep parents informed through the Chace Bulletin shared with all parents fortnightly.

Student Council

The Student Council at Chace enables students to be actively involved in the life of the school. It is made up of student representatives from each tutor group, members of the School Leadership Team and is chaired by the Head Students. Students meet regularly in small groups to discuss and address issues and concerns and work together to improve life and learning at Chace.

Student Support

Many students, at some time in their school life, may require some extra support, in lessons to help them understand new concepts, with their reading and writing, to help with learning routines, to talk through a concern which is worrying them in school or to adjust to secondary school and to settle in at Chace. Your child's form tutor will be the first port of call.

Our colleagues from the Student Progress Faculty support learners by providing specific intervention to identified groups of students for a determined period of time, working alongside subject teachers to offer support in the classroom or support students outside lesson time with extra help with homework, coursework or class work.

Other arrangements will also be made available to support student learning including the additional support offered in our Additional Resource Provision (ARP). As well as a range of lunchtime and after school clubs.

Several colleagues also provide valuable support to ensure that student needs are met:

- The Education Welfare Officer monitors attendance and follows up concerns, making home visits to discuss student absence from school.
- The Educational Psychologist follows a schedule of visits organised by the school via our SENCO and works with targeted students and their parents as appropriate.

- The School Counsellor and a team of student social workers and counsellors provide confidential counselling services for students and advice/support to families.
- The School Nurse visits regularly and works with students on health related issues with our Senior Welfare Assistant.
- Outside agencies (CAMHS/YOS) also operate through referrals made through our inclusive Learning Group weekly meetings.
- Our Parents' Support Advisor and our Safer Schools Police Officer provide support, guidance and advice to students and their families.

Trips & Visits

Students will have the opportunity to go on a number of trips and visits arranged locally and further afield. They provide valuable learning opportunities in many subjects. Parents/carers are advised about visits/trips by letter and are asked to complete an electronic consent form prior to a visit with students expected to follow the Code of Conduct for all visits. Rigorous risk assessments are undertaken prior to all visits. A student's behaviour may prevent him/her attending a trip for which s/he may have enrolled. Parents would be informed should this be the case. All contributions are made via Parents Pay.

Uniform

From September 2023 we will be introducing a new Chace school uniform. The new uniform is a smart, comfortable and affordable option for families and has been chosen by Chace staff, students and Governors.

Blazer (optional - but if not purchased a jumper is compulsory)	Navy blue with the Chace Star
Jumper (optional - but if not purchased a blazer is compulsory)	Navy blue with Chace Star. Hooded jumpers and other sweatshirts are strictly forbidden and will be confiscated if worn to school.
Skirt	Navy blue with the Chace Star
Trousers	Full length, navy blue tailored trousers with the Chace Star. Leggings, and denim are not allowed.
Tie	Navy blue with the Chace Star. Ties do not need to be worn if wearing a revere blouse.
Shirt/blouse	Plain white shirt or revere blouse.
Socks & Tights	Plain navy or black to the knee. If tights are worn they should be navy or black, not leggings, and 30 denier or above.

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Shoes	<p>Black leather school shoes, lace-ups or loafers in a traditional style. Maximum heel height is 1 inch.</p> <p><i>Boots (over the ankle), trainers with or without branding, open back shoes and canvas shoes are not acceptable and must NOT be worn to school.</i></p>
Hair	<p>Hair should be of a natural colour. Long hair must be tied up for PE, Science and Technology. As a school that celebrates cultural diversity we welcome students to wear an appropriate head-scarf that they feel comfortable wearing, but this should not be branded.</p>
Jewellery Make-up	<p>Only one small stud is permitted in each ear and one small nose stud. No other piercings are permitted. Piercings must be healed before returning or starting school. If studs are not removable for lessons such as PE/Drama the student will be placed in relocation until the piercings have healed.</p>



Ziggys Navy Blazer
Three patch pockets | Internal zip pockets | Maxtech® Plus stain resistance | 100% woven Polyester



L/S Sleeve Shirts
Non-iron | Machine washable | Twin pack | Unisex | 65% recycled polyester



L/S Sleeve Revere Shirts
Non-iron | Machine washable | Twin pack | 65% recycled polyester



Summer Polo Shirt
65% Polyester/ 35% Cotton | 210 GSM Heavyweight | Soft & durable low pill fabric



Magic Fit Navy Jumper
Ring spun combed cotton and acrylic fibres | durable



Banner Navy Thornton Skirt
A-Line skirt | zip/button fastening | Maxtech® Plus stain resistance | 65% Polyester/35% Viscose twill



Navy Slim Fit Trousers
63% Polyester/ 35% Viscose/ 2% Elastane | Front pocket | Contrast internal binding | slim leg



Navy Senior Trousers
65% Polyester/ 35% Viscose (worsted woven) | Single hook and bar with button extension



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Aptus

Essentials Range



1/4 Zip Midlayer



Unisex PE T-Shirt



Unisex Joggers



Unisex PE Shorts

COLOURWAY



Navy



White

Please note that the school cannot accept liability for lost property so all items of school uniform including ties should be labelled clearly with your child's name.

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Vision, Values and Motto

Our vision at Chace is 'to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow'. Our three values are Belonging, Responsibility and Excellence and our school motto is 'Excellence has no limits'. Our vision, values and motto underpin all that we do at Chace and as we now partner together, we hope that you also embrace them within your family.

Chace Community School

Address:

Churchbury Lane , Enfield, EN1 3HQ

Tel: 020 8363 7321

Fax: 020 8342 1241

Email: chace@chace.enfield.sch.uk

Website : www.chace.enfield.sch.uk

Twitter: @chacecommunity

Instagram: chace_community

Facebook:chace_community

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